1. BRC Meeting, Sept 2nd, 2026 Welcome & Introductions

1.1. Mindfulness for Students

The committee will center ourselves around students, a practice that helps keep students in mind.

Recent student highlights included:
-VC Choir attended a performance event in London and has been invited to return.
-STEM Harbor remains active and is exploring participation in future events.
-Student Life Day welcomed more than 300 student participants.
-The MCE Building third-floor student lounge is now open and available for student use.

2. Adoption of Agenda

2.1. Agenda Review and Adoption

The committee shall review and adopt today's proposed agenda.

No objections, approved to proceed.

3. Action Items

No actions items.

4. Discussion / Information Updates

4.1. Review of Budget Resource Committee Charge

The Budget and Resource Committee (BRC) is an operational committee responsible for making recommendations to the College Planning Committee and the Ventura College Executive Team. The faculty Co-Chair of the BRC or designee serves as a member of the Accreditation Steering Advisory Group and makes a budget report to the College Planning Committee about Ventura College budget and resource activities. The BRC meets regularly to consider and recommend program review resource requests that support the goals of Ventura College and the District Educational Master Plans, performs usage analysis of College resources to support a sustainable budget, considers strategic and budget planning, accountability issues, social justice and equity, and analyzes total cost of ownership issues for Ventura College. The sub-committees of the BRC are the Facilities Oversight Advisory Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.

No additional comments were presented from the committee members, no edits at this time.

4.2. Review committee member roles & expectations

Members identified in the 2026-2032 Participatory Governance Handbook:

Co-Chairs

Faculty Co-Chair appointed by Academic Senate (voting)
Classified Co-Chair appointed by Classified Senate (voting)

Administrative Co-Chair appointed by College President (non-voting, except in case of tiebreaker)

Members

6 faculty members appointed by Academic Senate (including Faculty Co-Chair)
4 classified professionals appointed by the Classified Senate (including Classified Co-Chair)
1 student appointed by ASVC
1 administrator appointed by College President

James facilitated a discussion on committee member roles, responsibilities, and expectations, emphasizing the importance of active participation and engagement throughout the year.
Jimmy noted that the committee's role is to promote transparency regarding budgets, vet campus decisions, provide input, and share information with campus constituencies.
Dan highlighted the committee's educational role in helping stakeholders understand budgets and the rationale behind institutional decisions.
James encouraged members to share committee information with the groups they represent, including Academic Senate, Classified Senate, and other campus constituencies.
Steve emphasized the value of having diverse voices engaged in budget discussions and communicating information across campus.
James expressed a desire to maintain strong committee participation and engagement throughout the year.
Dan added that the committee plays an important role in promoting transparency and helping explain college decisions.
Dan raised a question regarding voting membership, noting that AFT and SEIU-appointed representatives are not specifically identified in the Participatory Governance Handbook.
Phillip indicated she would discuss the matter further with James and explore whether revisions to the handbook are needed to clarify membership language.
Dan also asked whether the union approves the Classified Senate representative.
Felicia confirmed that this is the intended process.

Action Item:

Phillip to review committee membership language in the Participatory Governance Handbook with James and determine whether clarification is needed.

4.3. Collectively identify and/or affirm committee objectives

James facilitated a discussion to identify and affirm committee goals and objectives for the year.
Felicia recommended retaining last year's goal focused on improving campus budget literacy.
Brent suggested exploring more effective ways to share budget information campus-wide, including directing constituents to the committee website and streamlining budget-related communication.
Steve proposed posting key budget highlights and developing a glossary of budget terminology to improve transparency and understanding.

Felicia noted the importance of establishing measurable outcomes for committee goals.
James suggested continuing to enhance communication efforts through website updates, summaries, and other campus-wide information-sharing methods. Raymond recommended creating a finance-focused newsletter to provide regular updates and relevant budget information.
Felicia proposed establishing a committee attendance goal, with members aiming to attend at least 75% of committee meetings.
Jessica suggested implementing a recurring communication process to gather questions, concerns, and feedback from campus constituencies.
James encouraged members to actively engage with the groups they represent and bring constituent feedback back to the committee for discussion and response.
Felicia expressed support for maintaining current Goals 3 and 5, noting their relevance to the ongoing Program Review redesign efforts and the need to clarify resource request evaluation criteria.
Alma raised concerns regarding facilities-related requests and suggested greater distinction between routine maintenance, facility refresh projects, and Program Review resource requests.
Jesse explained that processes and funding mechanisms for facility improvements already exist, although higher-priority projects have often taken precedence.
Alma emphasized the need for greater campus understanding of the various processes and funding pathways available.
Committee members discussed whether clarifying these distinctions should be addressed through the Facilities Oversight Group (FOG) and how BRC might support broader campus understanding of those processes. SP suggested coordinating with the Program Review redesign effort and identifying opportunities for FOG review and guidance.
Steve also noted the importance of defining acronyms such as TAG and FOG for new committee members.
Michelle encouraged members to review recent survey results to help inform goal-setting and future committee deliberations.
Action Item:
KB to compile proposed committee goals and objectives for review at the next meeting.

4.4. Identify connections to institutional priorities and work plan objectives

4.5. Discuss opportunities to partner with other committees/teams

4.6. Review past year Committee Survey

James: Mostly positive feedback and some neutral, read student comment about student engagement.

4.7. Discuss Committee Goals

Adopted Goals for 25-26

- Goal #1: Formalize budget communication plan including communication on topics such as timeline, methods for sharing information with the campus community, planned workshops, and feedback mechanisms for campus constituents.
- Goal #2: Expand BRC Members' understanding of all sources of funding, including categorical programs, grants, special funds, and capital projects.
- Goal #3: Establish procedures for reviewing Out-of-Cycle budget requests (non-personnel).
- Goal #4: Clarify relationship between FOG, TAG, and BRC.
- Goal #5: Establish Equipment Refresh Process.

4.8. Out of Cycle Requests

The committee reviewed the out-of-cycle requests provided in the meeting materials.
Dan inquired about the decision-making process for out-of-cycle requests. James explained that many requests require timely action and are therefore reviewed by the Executive Team when committee consultation is not feasible within the required timeframe. When timing allows, requests are brought forward for committee input and discussion.
James noted that out-of-cycle requests are also shared with Academic Senate and Classified Senate to keep constituent groups informed. Because these requests may have budget implications, they are additionally presented to BRC to ensure transparency and awareness of funding impacts.

4.9. Program Review Updates

Memo Updates:
James provided an overview of the college's current fiscal outlook and upcoming Program Review process. While Ventura College remains in a stable financial position, James emphasized that the college is taking proactive steps to avoid future financial challenges and is **not experiencing a fiscal crisis**.
James explained that the college is facing increasing operational costs while revenues have not kept pace. Long-standing commitments supported by categorical funding sources are becoming more difficult to sustain as state funding levels have not increased at the same rate as expenses. Given these conditions, the college's primary focus is on maintaining existing programs, services, and staffing levels rather than pursuing significant new investments.
As part of this approach, position requests will not be accepted through the Program Review process this year. The intent is to pause new position requests, evaluate current needs, and provide the campus with greater clarity regarding institutional planning and

decision-making. James noted that Ventura College is highly enrollment-driven, and declining enrollment combined with rising costs has created a need for careful fiscal stewardship. James also shared that funding for certain projects remains more favorable due to increased interest earnings.
Phillip reported that updated Program Review information is expected to be posted to the website by the end of the week or early the following week.
Michelle asked whether this fiscal outlook would impact positions funded through SEA, SWP, or other categorical funding sources. James clarified that the college is not considering position reductions or layoffs. However, the college may need to evaluate alternative funding sources for some existing positions as categorical funding becomes more constrained.
Katheryn inquired whether a formal process exists for determining which funding sources support specific positions or programs. James indicated uncertainty regarding a defined process for those funding decisions.
Dan noted the importance of establishing a clear process to improve transparency and campus understanding. James reiterated that the challenge is not the loss of categorical funding, but rather that funding levels have not kept pace with rising costs and inflation. He emphasized that the college is focused on maintaining current staffing levels and exploring funding adjustments where necessary, not reducing personnel.

5. Budget Reports

See PDF for details - shows whole budget top to bottom. Attachment is looking back at last year.
James reviewed the budget reports included in the meeting materials, noting that the documents provide a comprehensive view of the college budget and a look back at the prior fiscal year.
James explained the distinction between **restricted categorical funding** and the **unrestricted general fund**. Categorical funding is allocated for specific purposes and can only be used in accordance with the requirements of the funding source, such as EOPS and other designated programs. In contrast, unrestricted general fund resources provide the college with greater flexibility in determining how funds are allocated and spent.
The committee also discussed the differences between **one-time funding** and **ongoing funding** within categorical programs.
Michelle asked whether all funding may be carried forward from one year to the next. James explained that categorical programs previously operated under a "use it or lose it" model; however, the state has since provided greater flexibility. In many cases, programs may carry funds forward for a limited period or provide a spending plan demonstrating how the funds will be expended. James noted that excessive carryover balances may impact future allocations until existing funds are utilized.
David added that categorical funding and one-time grants typically have specific spending requirements and compliance expectations.
James explained that, when permitted by funding guidelines, year-end adjustments may be made to appropriately spend down available funds, shift eligible expenditures, and avoid

returning funds to the state. These actions must remain within the allowable rules of each funding source and generally apply only to more flexible grants.
Dan asked whether this process occurs annually. In response, it was noted that grant requirements vary, but generally include reporting obligations, audits, and periodic compliance reviews to ensure funds are managed in accordance with applicable regulations.

5.1. FY26 Budget Review & Recap

James reviewed the FY27 Adopted Budget, highlighting key sections of the budget book, including the Budget Narrative, Allocation Model, and Infrastructure Funding Model Narrative. These sections provide context for the college's financial position, explain how resources are allocated among the district colleges, and outline long-term planning for infrastructure-related expenditures.
James noted that while the Capital Project Fund reflects a significant balance, much of those funds are committed to the Student Housing Project and are therefore restricted for that purpose.
The committee reviewed the district's revenue allocation methodology and funding formula. James explained that budget development is based on a stability model that relies on prior-year revenue generation and known funding adjustments, rather than projected future revenues. After districtwide allocations for services, utilities, DAC, and other shared costs, Ventura College's allocation for the current year totals approximately **$78.7 million**.
James reported that the unrestricted General Fund budget remains lean, with ongoing revenues and expenditures closely aligned. While the tentative budget anticipated a need to utilize one-time funds for ongoing expenses, additional state revenue received over the summer reduced that reliance. The state's May Revision ultimately provided a more favorable outlook than the Governor's January budget proposal.
James shared plans to host a campus budget forum within the next month to provide additional budget information and discussion opportunities for the campus community and BRC.
The committee was informed that the FY27 Adopted Budget is scheduled for Board approval at the September 8 Board of Trustees meeting.
Steve asked whether lottery funding rules have changed. James explained that allowable uses have expanded over the past several years beyond instructional supplies to include items such as electronic media, student basic needs support, counseling services, transportation assistance, and other eligible student support activities.
JB asked whether department-level budget balances shown in the budget book represent funding specific to those departments. James confirmed that they do and noted that additional conversations regarding co-curricular and auxiliary-generated revenues may be beneficial. Jessica clarified that ASVC and Student Life revenues, including student fees, are not reflected in the budget book.
The committee expressed interest in exploring these funding areas in greater detail during future meetings.

5.2. FY27 Budget Discussion

6. Reports

6.1. DCAS - James

6.2. Board of Trustees - James

6.3. Technology Advisory Group - Grant

6.4. Facilities Oversight Group - Steve

7. Items to report to CPC

8. Future Meetings

8.1. BRC Equipment Workgroup

- Update on Workgroup created to Develop Equipment Refresh plan.
- Working Group Volunteers include Grant Jones, Jesse Sluder, Mike Lazarus, Steve Palladino, Katheryn Solorio, Felicia Duenas, Kelley Bruns

8.2. Future Meeting Dates

September 2nd, 2026

October 7th, 2026

November 4th, 2026

December 2nd, 2026

January 6th, 2027 (Faculty Off contract) Jennifer Garner request to unschedule this Jan meeting - no objections from the group to cancel this meeting

February 3rd, 2027

March 3rd, 2027

April 7th, 2027

May 5th, 2027

adjourned 4:10 pm